



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information

Job Title: 12117 - Executive Officer - GS-14

Salary Range: \$94,796 - \$145,629 (not applicable for detailees)

Vacancy Open Period: 08/01/2017 – 08/01/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/SSD

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

*** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration***

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:



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- Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

Major Duties and Responsibilities (MDRs)

- Responsible for providing or obtaining a variety of management services essential to the direction and operation of the National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD), to include providing knowledge and understanding of contracts management, budget, and oversight of timely delivery of tasks and responses. Leads and oversees SSD task management, information management, and executive support. Serves as the central point of contact, coordination, and control for SSD mission and support activities. As the central coordination point, ensures appropriate officers are included in taskings, correspondence drafting, and policymaking processes through a managed clearance and document control system. Oversees and manages the process for incoming and outgoing correspondence, ensuring high quality, timeliness, and conformance with regulations and policies. Develops and maintains standard operating procedures for tasking, coordination, formats, and document control.
- Provides direct staff support to senior-level leadership. Anticipates and keeps senior leaders apprised of high priority issues, requirements, and developments. Receives, researches, and prioritizes work assignments, frames strategic issues, provides guidance, and directs work to appropriate action officers. Coordinates work activities, assignments and projects within and across organizational boundaries to ensure the effective completion of initiatives and requirements.
- Leads the planning, management, and coordination of operational and administrative matters. Reviews and investigates issues, and develops solutions and options. Develops innovative business practices to gain process efficiencies and improve quality and timeliness of deliverables. Coordinates with senior staff to build read-ahead materials



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and briefing books to prepare NCSC and SSD senior management for key meetings regarding SSD mission areas. Reviews read-ahead materials and briefing books for completeness and accuracy, and disseminates final products to the appropriate personnel.

- Provides management oversight to one staff executive administrative support assistant, one support contractor, and a team of three contract subject matter experts responsible for the work flow of all incoming and outgoing taskings.
- Flexible hours and schedules.

Mandatory and Educational Requirements

- Qualified GS-14 and high performing GS-13 candidates may be considered for this position.
- Bachelor's degree or equivalent experience as determined by the mission specialty area;
- A minimum of seven years of relevant work experience;
- Knowledge of the Office of the Director of National Intelligence (ODNI) and Intelligence Community (IC) mission, organization, roles, and responsibilities;
- Demonstrated strong oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government;
- Demonstrated excellent interpersonal, organizational, initiative, and problem-solving skills, including the ability to develop working relationships and networks with internal and external managers and staff;
- Demonstrated strong planning, and organization skills, as well as the ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail; and,
- Ability to work effectively with ODNI leaders in a highly dynamic and fast-paced organization.

Desired Requirements

- The following qualifications are desired, but not required:
- COTR certification at any level;
- Budget experience;
- Project management experience;
- Prior staff or Executive Secretariat experience; and/or,
- Contract management experience.

Key Requirements and How To Apply



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Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities.



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IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**